

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

April 16, 2008

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TITLE:	Fire Life & Safety Supervisor
POSITION NO:	00921
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$48,319 - \$55,566 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 30, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Occasional travel (approximately three days per month) is required. The Job Profile is available by contacting (406) 444-3136.

TYPICAL DUTIES: This position assures compliance with Federal regulations and Fire Codes through supervision of the fire and life safety survey activities for Titles XVIII (Medicare) and XIX (Medicaid); reviews engineering and construction documents for building modifications and required for program compliance; and provides consultation to facilities and other division staff on life safety and construction issues. This position supervises six employees.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of building construction methods; and Life Safety Code and other national fire codes.

Skills: Skill in verbal and written communication; compiling, analyzing, categorizing, calculating, summarizing, or verifying information or data; and the use of computers and computer programs such as Word, Excel, and Outlook.

Abilities: Ability to problem-solve and make decisions in compliance with regulations; work independently with little supervision; function as a management team member; communicate frequently and effectively with a wide variety of individuals including residents, families, facility staff, business owners, other state agencies and legislators; handle sensitive and confidential information according to Health Insurance Portability and Accountability Act (HIPAA) policy and procedure; establish and maintain constructive and cooperative working relationships with a variety of private and public agencies; and read and interpret codes and regulations.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in engineering, architecture, fire prevention/protection services or comparable field of study **AND** five years job-related experience (e.g., engineer, architect, Fire Marshall, building/fire inspector, fire and life safety surveyor) and must include one year of supervisory experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:**
HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Fire Life and Safety Supervisor
Position: #00921
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe why you are interested in this position and why you believe you are qualified. Please limit your response to one double spaced typed page. Your response will be used as a qualifications screening tool and as a sample of your writing ability.